



## WSLH Proficiency Testing General Instructions

### Inspect Shipment Package

- Verify package contents immediately upon receipt. Ensure items match what is listed on the shipment cover sheet.
- Contact WSLH PT with any discrepancies, broken or missing samples.  
Call (800) 462-5261 x0 or click on the **Contact Us** tab when logged into PT Central.
- Request replacement samples as soon as possible as supplies may be limited. Mishandled samples may be replaced for a fee.

### Sample Handling, Storage, and Testing Instructions

- Store samples as directed on the shipment cover sheet and Supplemental Instructions.
- Review information on shipping cover sheet, General Instructions, and Supplemental Instructions before testing. Electronic Supplemental Instructions, images, and worksheets can be found on PT Central by clicking on the module name.
- Test samples using routine methods, test procedures, and personnel.

### PT Central Login

- The link to PT Central with your Login and Password can be found on the shipment cover sheet.
- You can also access PT Central via our website ([www.wslhpt.org](http://www.wslhpt.org)) and choose Clinical or Environmental Login.

### Review Setup

- Confirm your online setup for instrument, analyte, method, reagent, and reporting units are correct before entering any results.
- Click on **Contact Us** to request updates to your setup. Instrument requests (including **Setup Needed**) must include instrument name and manufacturer.
- Wait for an email confirmation from WSLH PT that your setup has been updated before entering results.
- Please make requests for setup updates prior to noon Central Standard Time (CST) of the due date. This will allow time to process your request. However, if you are making this request after business hours of the due date, please follow the steps under the “Result Submissions After 4:30 of the Due Date” section.

### Enter Results

- [Tutorials](#) are available on our website Resources page for detailed data entry instruction.
- Click the **ENTER RESULTS** button to the right of the module name to access the Result Entry screen. Some modules may first be directed to the Edit Instrument Setup screen.
- Enter a result or exception code for each sample/analyte. Samples left blank receive a 0% score.
- Qualitative Result Entry
  - Choose a result from the drop-down menu.
  - Some samples require choosing a response in a second drop-down menu. For example: If the first drop-down menu selection is “Erythrocytic Cells,” a second drop-down menu will then appear displaying the different types of erythrocytic cells from which to choose.
- Quantitative Result Entry
  - Enter the numeric result in the appropriate box. Do not enter any non-numeric characters in the box.
  - If a result exceeds the reportable range of the instrument, select the greater than (>) or less than (<) sign from the drop-down menu above the result. A numeric result must accompany a greater than or less than sign.

- Exception Codes
  - Apply an Exception Code if a result cannot be reported for any reason. Some Exception Codes may require a Comment and will not be accepted without one.
  - Global Exception Code - located above the analytes and sample numbers on the data entry screen. This will apply the exception code to all analytes/samples listed.
    - Click the blue arrow next to the red box to choose from the list of exceptions. The exception code will appear in the red box.
    - Click **APPLY**.
  - Individual Sample/Analyte Exception - located next to the affected result field. This will apply the exception code to an individual sample/analyte.
    - Click the yellow **E** associated with that result field.
    - Click the blue arrow to the right of the red box to choose from the list of exceptions. The exception code will appear in the red box.
  - Be sure to **SAVE** after applying an exception code.
- Comments
  - For analyte/sample comments, click the yellow **C** next to the result field. Enter your comment in the text box. This field can also be used to capture analyst initials.
  - Any general comments and questions may be submitted using the **Contact Us** tab.

### Submit Results - Data Submission Report

- **SAVE** results before leaving each Result Entry screen. Saving will submit your results to WSLH PT.
- All results must be submitted by midnight (CST) of the due date. Results will not be accepted after the due date.
- You may edit and re-submit results as needed. To return to the Result Entry screen, click **SAVED** from the Home screen.
- Review your Data Submission Report once all results for the module are entered.
  - From the Home screen, click the **VIEW** link under “View Submitted Data” for the applicable event (located under your facility information).
  - Review for any errors or missing data. Blank results display as dashes on this report.
  - Make changes/additions if needed, **SAVE** results, and **VIEW** your report.
  - Keep a copy of your Data Submission Report for your records. Attestation signatures may also be kept with PT records.

### Result Submissions after 4:30 PM (CST) of the Due Date

- If you are requesting updates to your setup after business hours of the due date, please submit your results based on the following options.
 

Setup includes instrument (name and manufacturer), analyte, method, reagent, and reporting units.

  - If your instrument or other setup field listed for the module is not correct: Enter your results under the current setup and include exactly what needs updating in the comment box. Alternatively, all information can be sent via **Contact Us**.
  - If the instrument is listed as **Setup Needed**: Send us your results via the **Contact Us** or email [ptservice@slh.wisc.edu](mailto:ptservice@slh.wisc.edu). Be sure to include complete setup information.
- Technical difficulties in Result Entry screen: If you are having technical difficulties after business hours of the due date, you may send your results via fax (608-265-1111) or email to [ptservice@slh.wisc.edu](mailto:ptservice@slh.wisc.edu).
- All correspondence must be received by WSLH PT by midnight of the due date.